

## Degree Regulations

Adopted at the meeting of the Collegiate Body of Haaga-Helia University of Applied Sciences Ltd on 27 August 2018 and § 5a, 5b and 5 on 22 October 2018.

### CHAPTER 1

#### General Regulations Concerning Studies at Haaga-Helia University of Applied Sciences

##### 1 § Degrees

The degree programmes available at Haaga-Helia University of Applied Sciences are: Bachelor of Business Administration, Bachelor of Culture and Arts, Bachelor of Sports Studies, Master of Sports Studies, Bachelor of Hospitality Management, Master of Business Administration, and Master of Hospitality Management. The programme names, academic degrees and titles are as follows:

#### Bachelor's Degrees (Polytechnic)

Degree	Title Degree	Degree Programme
Liikunnanohjaaja (AMK)	Liikunnan ammattikorkeakoulututkinto	Liikunnan- ja vapaa-ajan koulutusohjelma
Liikunnanohjaaja (AMK), Bachelor of Sports Studies	Liikunnan ammattikorkeakoulututkinto	Degree Programme in Sports and Leisure Management
Liikunnanohjaaja (AMK), Bachelor of Sports Studies	Liikunnan ammattikorkeakoulututkinto	Degree Programme in Sports Coaching and Management
Medianomi (AMK)	Kulttuurialan ammattikorkeakoulututkinto	Journalismin koulutusohjelma
Restonom (YH)	Yrkehögskoleexamen inom turism- och kosthållsbranschen	Utbildningsprogrammet för turism
Restonomi (AMK)	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Hotelli- ja ravintola-alan koulutusohjelma
Restonomi (AMK)	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Ruokatuotannon johtamisen koulutusohjelma
Restonomi (AMK)	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Hotelli- ja ravintola-alan liikkeenjohdon koulutusohjelma
Restonomi (AMK)	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Matkailun koulutusohjelma
Restonomi (AMK)	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Matkailun liikkeenjohdon koulutusohjelma
Restonomi (AMK), Bachelor of Hospitality Management	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Degree Programme in Culinary Management
Restonomi (AMK), Bachelor of Hospitality Management	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Degree Programme in Hotel, Restaurant and Tourism Management

Restonomi (AMK), Bachelor of Hospitality Management	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Degree Programme in Tourism
Restonomi (AMK), Bachelor of Hospitality Management	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Degree Programme in Tourism and Event Management
Restonomi (AMK), Bachelor of Hospitality Management	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Degree Programme in Hospitality, Tourism and Experience Management
Restonomi (AMK), Bachelor of Hospitality Management	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Degree Programme in Experience and Wellness Management
Tradenomi (YH)	Yrkehögskoleexamen i företagsekonomi	Utbildningsprogrammet i företagsekonomi
Tradenomi (AMK)	Liiketalouden ammattikorkeakoulututkinto	Johdon assistenttityön ja kielten koulutusohjelma
Tradenomi (AMK)	Liiketalouden ammattikorkeakoulututkinto	Liiketalouden koulutusohjelma
Tradenomi (AMK)	Liiketalouden ammattikorkeakoulututkinto	Tietojenkäsittelyn koulutusohjelma
Tradenomi (AMK)	Liiketalouden ammattikorkeakoulututkinto	Myyntityön koulutusohjelma
Tradenomi (AMK)	Liiketalouden ammattikorkeakoulututkinto	Finanssi- ja talousasiantuntijan koulutusohjelma
Tradenomi (AMK), Bachelor of Business Administration	Liiketalouden ammattikorkeakoulututkinto	Degree Programme for Multilingual Management Assistants
Tradenomi (AMK), Bachelor of Business Administration	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in Business Information Technology
Tradenomi (AMK), Bachelor of Business Administration	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in International Business
Tradenomi (AMK), Bachelor of Business Administration	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in International Sales and Marketing
Tradenomi (AMK)	Liiketalouden ammattikorkeakoulututkinto	Myyntin ja visuaalisen markkinoinnin koulutusohjelma
Tradenomi (AMK)	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in Aviation Business

**Master's Degrees (Polytechnic)**

<b>Degree</b>	<b>Title Degree</b>	<b>Degree Programme</b>
Liikunnanohjaaja (ylempi AMK), Master of Sports Studies	Liikunnan ylempi ammattikorkeakoulututkinto	Degree Programme in Sport Development and Management
Restonomi (ylempi AMK)	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Palveluliiketoiminnan koulutusohjelma
Restonomi (ylempi AMK)	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Palveluliiketoiminnan johtamisen koulutusohjelma
Restonomi (ylempi AMK), Master of Hospitality Management	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Degree Programme in Tourism
Restonomi (ylempi AMK), Master of Hospitality Management	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Degree Programme in Aviation and Tourism Business
Tradenomi (ylempi AMK)	Liiketalouden ylempi ammattikorkeakoulututkinto	Tietojärjestelmäosaamisen koulutusohjelma
Tradenomi (ylempi AMK)	Liiketalouden ylempi ammattikorkeakoulututkinto	Yrittäjyyden ja liiketoimintaosaamisen koulutusohjelma
Tradenomi (ylempi AMK)	Liiketalouden ylempi ammattikorkeakoulututkinto	Liiketoiminnan kehittämisen koulutusohjelma
Tradenomi (ylempi AMK), Master of Business administration	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in International Business Management
Liikunnanohjaaja (ylempi AMK)	Liikunnan ylempi ammattikorkeakoulututkinto	Liikunta-alan kehittämisen ja johtamisen koulutusohjelma
Liikunnanohjaaja (ylempi AMK)	Liikunnan ylempi ammattikorkeakoulututkinto	Liikuntajohtamisen ja valmennuksen koulutusohjelma
Liikunnanohjaaja (ylempi AMK)	Liikunnan ylempi ammattikorkeakoulututkinto	Valmennuksen koulutusohjelma
Tradenomi (ylempi AMK), Master of Business Administration	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Communication Management
Tradenomi (ylempi AMK), Master of Business Administration	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Information Systems Management
Restonomi (ylempi AMK), Master of Hospitality Management	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Degree Programme in Culinary Management and Innovation
Medianomi (ylempi AMK)	Kulttuurialan ammattikorkeakoulututkinto	Journalismin koulutusohjelma
Tradenomi (ylempi AMK), Master of Business Administration	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Business Administration in Innovation and Entrepreneurship
Tradenomi (ylempi AMK)	Liiketalouden ylempi ammattikorkeakoulututkinto	Liiketoiminnan teknologiat - koulutus
Tradenomi (ylempi AMK)	Liiketalouden ylempi ammattikorkeakoulututkinto	Liiketoiminnan uudistamisen ja johtamisen koulutus
Tradenomi (ylempi AMK), Master of Business administration	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Leading Business Transformation
Tradenomi (ylempi AMK), Master of Business Administration	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Business Technologies

Liikunnanohjaaja (ylempi AMK)	Liikunnan ylempi ammattikorkeakoulututkinto	Liikuntajohtamisen ja valmennuksen koulutus
Medianomi (ylempi AMK)	Kulttuurialan ammattikorkeakoulututkinto	Uudistuvan journalismin koulutus
Restonomi (ylempi AMK)	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Palveluliiketoiminnan johtamisen ja kehittämisen koulutus

The credit requirement of Bachelor's degree programmes is 210 credits, with the exception of Journalismin koulutusohjelma (Bachelor of Media), which comprises 240 credits. The credit requirement of Master's degree programmes is 90 credits.

## 2 § Other Education Offered

Haaga-Helia provides specialisation education based on polytechnic degrees, open UAS instruction and other continuing education to the extent decided by the Collegiate Body of Haaga-Helia.

## 3 § Curricula

The curricula of degree programmes are approved by the Collegiate Body of Haaga-Helia. Changes to individual courses and exceptional delivery methods are approved by the unit director.

## 4 § Decision-Making Related to Educational Offering

The implementation of individual courses of Bachelor's degree programmes, Master's degree programmes, and Open UAS instruction is decided by the person in charge of the learning package in question.

## 5a § Enrolment and Access to Courses (current)

Students register for all courses via the student information system in accordance with schedules which are specified separately. Enrolment takes place in two stages, the first round and the second round of admission, except the master programmes where the enrolment takes place in one stage. If there are not enough students enrolled on the course in the first round, the course may be cancelled.

In the first round of admission, and in the master programmes, students are accepted on courses as follows:

- The main principle is that priority is given to students for whom the course is a compulsory component of the degree programme.
- In adult and multimodal course delivery, and in the master programmes, priority is given to students who have been admitted to the programme in question.
- If the number of enrolled students is no more than the maximum number of places on the course, all enrolled students are accepted on the course.
- If the number of enrolled students exceeds the number of places available, the students are ranked based on the number of credits earned and admitted on the course in descending ranked order
- If two or more students have the same number of credits earned, they will be accepted on the course in the order of registration.
- Students who are not accepted on the course in the first round are placed on a waiting list for the next available space. In the second round of admission, students are accepted on the

course in the order of registration only. However, first-semester students are given priority on first-semester courses.

- In the master programmes the priority is given always to the degree programme students.

Students who move through 3AMK or any other higher education cooperation are accepted into courses by specifically agreed upon practices.

Open UAS students enroll for courses in the second round and they are accepted on courses after the first round of admission has taken place.

Degree programme students who have been accepted through Open UAS path can enroll for courses for their first study semester, autumn and spring, in the second round.

At the start of the course, the lecturer accepts the confirmed maximum number of students on the course. Each student confirms his or her registration by attending the first session or by another method agreed upon separately with the lecturer, which can be e.g. the return of the first learning assignment. If the student cannot attend the first session due to illness or other circumstance, he or she can confirm his or her registration in advance by contacting the lecturer. Acceptance on the course is conditional until the prerequisites specified for the course in question have been checked and verified.

5b § Enrolment and Access to Courses (temporary, applies to studies offered from 1 January 2019 until 31 July 2019)

In Haaga-Helia, to ensure that the student's studies progress in the normative study pace, degree students make a personal study plan (PSP) based on the accepted curriculum. Students register for all courses via the student information system in accordance with schedules which are specified separately. Enrolment takes place in two stages, the first round and the second round of admission. If there are not enough students enrolled on the course in the first round, the course may be cancelled.

Haaga-Helia offers three types of courses: 1) compulsory courses, 2) elective courses included in the student's personal study plan (PSP), of which the student chooses courses as required, and 3) free-choice courses.

In the first round of admission students are accepted on courses as follows:

- The main principle is that priority is given to students for whom the course is a compulsory component of the degree programme.
- In adult and multimodal course delivery, and in the master programmes, priority is given to students who have been admitted to the programme in question.
- If the number of enrolled students is no more than the maximum number of places on the course, all enrolled students are accepted on the course.
- If the number of enrolled students exceeds the number of places available, the students are ranked based on the number of credits earned and admitted on the course in descending ranked order
- If two or more students have the same number of credits earned, they will be accepted on the course in the order of registration.
- Students who are not accepted on the course in the first round are placed on a waiting list for the next available space. In the second round of admission, students are accepted on the course in the order of registration only. However, first-semester students are given priority on first-semester courses.
- In the master programmes the priority is given always to the degree programme students.

Open UAS students enroll for courses in the second round. Acceptance on courses takes place after the second round in the order of enrollment, in which all students are treated equally.

Degree programme students who have been accepted through Open UAS path can enroll for courses for their first study semester in the second round.

Students who move through 3AMK or any other higher education cooperation are accepted into courses by specifically agreed upon practices.

At the start of the course, the lecturer accepts the confirmed maximum number of students on the course. Each student confirms his or her registration by attending the first session or by another method agreed upon separately with the lecturer, which can be e.g. the return of the first learning assignment. If the student cannot attend the first session due to illness or other circumstance, he or she can confirm his or her registration in advance by contacting the lecturer. Acceptance on the course is conditional until the prerequisites specified for the course in question have been checked and verified.

#### 5 § Enrolment and Access to Courses (applies to studies offered from 1 August 2019 onwards)

In Haaga-Helia, to ensure that the student's studies progress in the normative study pace, degree students make a personal study plan (PSP) based on the accepted curriculum. Students register for all courses via the student information system in accordance with schedules which are specified separately. Enrolment takes place in two stages, the first round and the second round of admission. If there are not enough students enrolled on the course in the first round, the course may be cancelled.

Haaga-Helia offers three types of courses: 1) compulsory courses, 2) elective courses included in the student's personal study plan (PSP), of which the student chooses courses as required, and 3) free-choice courses.

In the first round of admission, students are accepted on courses as follows:

The requirement for acceptance on compulsory and elective courses is that the course is included as other than free-choice courses in the student's personal study plan (PSP), which has been accepted in the student information system.

- In multimodal course delivery, priority is given to the students of the multimodal education.
- In the master programmes the priority is given to the master degree programme students.
- If the number of enrolled students exceeds the maximum number of places available, the students are ranked based on the number of credits earned and admitted on the course in descending ranked order.
- If two or more students have the same number of credits earned, they will be accepted on the course in the order of registration.
- Students who are not accepted on the course in the first round are placed on a waiting list for the next available space. In the second round of admission, students are accepted on the course in the order of registration only. However, first-semester students are given priority on first-semester courses.

In free-choice courses, priority is given to students who have the course in question included in their personal study plan (PSP), which has been accepted in the student information system. If the number of enrolled students exceeds the maximum number of places available, the students are ranked based on the number of credits earned and admitted on the course in descending ranked order.

Open UAS students enroll for courses in the second round. Acceptance on courses takes place after the second round in the order of enrollment, in which all students are treated equally.

Degree programme students who have been accepted through Open UAS path can enroll for courses for their first study semester in the second round.

Students who move through 3AMK or any other higher education cooperation are accepted into courses by specifically agreed upon practices.

At the start of the course, the lecturer accepts the confirmed maximum number of students on the course. Each student confirms his or her registration by attending the first session or by another method agreed upon separately with the lecturer, which can be e.g. the return of the first learning assignment. If the student cannot attend the first session due to illness or other circumstance, he or she can confirm his or her registration in advance by contacting the lecturer. Acceptance on the course is conditional until the prerequisites specified for the course in question have been checked and verified.

## 6 § Course Completion and Assessment

Students' attainment of course objectives in degree programmes is assessed based on different types of learning assignments, exams and other demonstrations. Successful course completion requires the learning performances specified in the course description. On justified grounds, the course lecturer may exempt individual students from attendance at contact teaching sessions. Students' performance is graded on the following scale:

- Excellent (5)
- Very good (4)
- Good (3)
- Satisfactory (2)
- Fair (1)
- Fail (0).

If there are strong grounds for doing so, a performance can be marked as completed (suoritettu, S), approved (hyväksytty, H) or adjusted (mukautettu, M). The use of an adjusted grade always requires that the student has actively participated in regular course sessions and evaluations, including resits, and received a failing grade, or that he or she has clear and demonstrable personal grounds to receive an adjusted grade. Students can apply for an adjusted grade by contacting the person in charge of the degree programme. A student can have a maximum of 12 credits comprising adjusted grades in order to receive a degree certificate. The application must include reasons why an adjusted grade should be granted.

Grades for accredited studies completed at other institutions are transferred if the scale is congruent. Otherwise the course is graded as "completed at another institution" (suoritettu muualla, S) and the grade issued by the host institution is included in the notes without scaling.

Grades for courses completed during a student exchange period are recorded as "completed at another institution" (suoritettu muualla, S), and the grade issued by the host institution is included in the notes. The grade needed for the language clause is transferred to the degree certificate.

All completed courses are included in the student's transcript of records, and passing grades cannot be removed.

The lecturer must assess each course within three weeks after the end of the course or, in the spring semester, within two weeks after the end of the course.

### 7 § Resits

Students may resit failed or passed course exams twice on two general course re-examination dates announced at the beginning of the course or by another arrangement (e.g. using an online examination system). This does not apply to demonstrations, project works or other one-off learning situations. The highest of the achieved grades will be awarded. If the student has enrolled for a resit and s/he fails to attend the resit without a notification in advance, this will be considered a resit. Students cannot attempt to improve their grades after degree completion. If a student's graduation would be unduly delayed, the person in charge of the degree programme may arrange for an alternative means to complete the course.

Students' written coursework is kept on file for six months after the publication of the grades. Incomplete coursework has to be completed during the six months, unless otherwise agreed with the teacher.

### 8 § Credit Transfer and Accreditation of Prior Learning

Students can include studies at other Finnish or foreign higher education institutions towards their degree, provided that the degree programme objectives are achieved. Accredited studies can include studies completed while attending Haaga-Helia or prior to enrolment. If the studies and completed credits have been completed more than 10 years ago, they cannot be included in the study plan as such. In such a case, it is possible to prove the skills in a demonstration. In addition, students may apply for the accreditation of prior learning from work placements or work experience gained before enrolment at Haaga-Helia as specified in the instructions issued separately.

Course substitution applications are submitted to the academic advisor or another person designated by the education unit who approves the substitutions after negotiating, when necessary, with the teacher of the course or the field of the studies.

Students can also apply for the accreditation of prior experiential learning towards the degree. Prior learning must be demonstrated as determined by the UAS.

Master's degree students may select courses from other Finnish or foreign higher education institutions at the equivalent or higher level, provided that the degree programme objectives are met and the student reports on the studies as specified by the degree programme. Credit may be issued for courses completed after the first cycle higher education degree.

### 9 § Proficiency in Finnish and Swedish

Students can achieve the proficiency in Finnish and Swedish required by the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003) by completing the relevant language courses included in the degree requirements and specified in the degree programme curriculum. On special grounds, the person in charge of the degree programme may grant students full or partial exemption from the language proficiency requirement.

### 10 § Student Registration as Attending or Non-Attending

Students must register as either attending or non-attending in each academic year. Students who fail to register lose their study entitlement. Students whose study entitlement has expired can apply



for reinstatement by contacting the person in charge of the degree programme. The application processing fee is 50 euros.

Students register as attending for one academic year at a time not later than 31 May. Only attending students are entitled to attend courses and exams.

Students may also register as non-attending for one semester at a time. Non-attendance registrations must be submitted not later than 31 May (autumn semester) or 15 December (spring semester). A student may register as non-attending for a total of two academic years during his or her studies. Registration as non-attending is not possible for a period shorter than one semester.

Those students who have got their study place from the studies beginning from 1 August 2015 are able to register as non-attending during the first academic year only on the reasons based on law: Service under the Conscription Act (1438/2007), Non Military Service Act (1446/2007), or Act on Women's Voluntary Military Service (194/1995), maternity, paternity or parental leave or in case the student cannot begin studies due to being incapacitated by personal illness or injury. Absence due to military service, maternity, paternity or parental leave does not affect the student's study time. Otherwise, a student has the right to enroll for non attendance for two study semesters in total.

### 11 § Work Placement

Bachelor's degree programmes include a work placement period that is worth 30 credits and involves tasks approved by Haaga-Helia. Students may also complete studies included in the curriculum in the workplace.

The objective of the work placement period included in the degree programmes is to familiarise students with the real-life workplace and train them to apply knowledge and skills learned to real-life work situations. Instructions on work placement are issued separately for each degree programme.

### 12 § Final Project

The final project included in the degree programme is usually assessed by the supervising teacher and another assessor. In other regards, instructions on the final project and its assessment are issued separately. Candidates cannot attempt to improve passing grades earned for the final project.

### 13 § Duration of Studies and the Applicable Curricula

Students must complete their studies no later than one year after the timeframe specified for the degree programme. The maximum duration of studies for polytechnic Master's programmes is four years. Upon application by the student, the person in charge of the degree programme may grant an extension to this period. The application processing fee is €50. As a general rule, a student who has been granted an extension is subject to the degree requirements that were in place when the student began his or her studies. The length of the extension depends on uncompleted course load.

Each student follows the curriculum which was in force at the time of his or her first registration as an attending student. The curriculum is in force at the minimum for the statutory study time (3 ½ - 4 years / Bachelor's degree and 4 years / Master's degree), after which the student can be transferred to follow the most recent curriculum. After that, a new personal study plan (HOPS) following the most recent curriculum is drafted for the remaining studies.

As a rule, a student whose study entitlement has been reinstated, or who has reapplied for a degree programme, is subject to the degree requirements in force at the time when the student returns after a period of absence. A student who has been registered as non-attending for a period exceeding one year can be transferred to follow the most recent curriculum which is in force at the time when the student starts the studies after the absence. If necessary due to changes in curricula, a personalized curriculum can be drawn up for students who return after a period of non-attendance or deregistration.

#### 14 § Admissions

Admission criteria are decided by the Collegiate Body of Haaga-Helia.

The admissions services are responsible for the receipt, processing and filing of applications sent to the UAS; general communication of matters pertaining to the application and admission procedures; other practical arrangements of the joint and separate application processes; and the filing of applicant information in the student selection register. The UAS checks the original certificates and diplomas at the beginning of the studies.

If the student has given false information in connection with the application or provided incomplete information or failed to submit the required information before the stated deadline, the admission is cancelled. The cancellation decision is made by the head of student services. The admissions services, headed by the head of student services, prepares decision proposals on admission appeals. The head of student services submits the proposals for approval by the Collegiate Body of Haaga-Helia.

#### 15 § Students changing the Degree Programme within Haaga-Helia

Changing to a different degree programme means that the title of the degree doesn't change due to the change of the degree programme. A student may apply for a change from one degree programme to another, provided that the principle of a single study place in higher education is observed. The student must submit an application stating the grounds for the request to the person in charge of the degree programme, who will then decide on the student's admission after consulting the person in charge of the student's current degree programme.

On special grounds, a student can apply to another degree programme within the same field of education. In addition, if there are strong grounds for doing so, a student may change from a programme conducted in English or Swedish to a programme in the same field conducted in Finnish, or vice versa. The decision concerning the change is made by the person in charge of the degree programme after consulting the person in charge of the student's current degree programme.

The applicant must meet the following criteria in order to be eligible for the change:

- The applicant has made systematic progress in his or her studies.
- The applicant attends and passes an interview when needed and meets the admission criteria of the degree programme in question.
- The change does not create additional study entitlement and the remaining time is sufficient for the student to earn the degree.

Decisions on changes between degree programmes can be appealed to the Collegiate Body of Haaga-Helia.

#### 16 § Transfer Students

Only students who are registered at another Finnish institutions of higher education or at Haaga-Helia and who have valid study entitlement may be admitted to Haaga-Helia as transfer students. A student is an inner transfer student within Haaga-Helia if the title of the degree changes due to the transfer of the degree programme. The applicant must have been registered as an attending student at the original institution of higher education for at least one semester before starting at Haaga-Helia.

A student may transfer from another institution of higher education to an equivalent degree programme or a programme leading to an equivalent degree at Haaga-Helia, if the programme has an available space. Transfer students must have good command of the language of instruction in the degree programme in question. The general requirement is that the student has completed enough studies at the original institution of higher education in order for him or her to be able to earn the degree within the standard timeframe. Transfer application is possible during designated transfer application periods.

Transfer students must transfer their study entitlement to Haaga-Helia and they lose their study right in their original institution of higher education. Transfer students must register as attending students during their first semester at Haaga-Helia.

Decisions on transfers to Haaga-Helia can be appealed to the Collegiate Body of Haaga-Helia.

#### 17 § Double Degrees

A double degree refers to an arrangement whereby a student from a partner university from another country earns as a rule a minimum of 60 credits at Haaga-Helia (Bachelor's degree) and as a rule a minimum of 30 credits (Master's degree). The criteria for earning a degree from Haaga-Helia are agreed on a case-by-case basis with the partner university (course scope, level and content; requirements on the final project and work placement).

Students must complete as a rule at least three semesters' worth of studies at their home institution before they can start earning a double degree at Haaga-Helia. A double degree certificate can be issued by Haaga-Helia only if a degree is also awarded by a partner university in another country.

Double degree students are registered as degree programme students once they have completed the studies required for graduation. The Diploma Supplement for double degree students specifies that the studies involved a double degree.

Correspondingly, students of Haaga-Helia can earn double degrees at partner universities in other countries. Haaga-Helia students apply for double degree programmes in the student exchange application process.

#### 18 § Joint Degrees

A joint degree refers to a degree programme that is offered in cooperation with another institution or several other institutions of higher education. The curricula are drawn up jointly by the institutions, and students can take courses in the participating institutions. The degree can be awarded by one or several of the participating higher education institutions.

#### 19 § Supplementing a Vocational Qualification Completed in Another Country to Earn a Degree at Haaga-Helia (Top-Up Studies)

The partner institution is either a vocational institution (higher education) or a higher education institution in another country. In these cases, the degree is awarded by Haaga-Helia. Earning of a top-up degree requires as a rule approximately one year of studies at Haaga-Helia. Students apply

for a joint degree programme in accordance with the admission guidelines of Haaga-Helia and they must earn a vocational qualification at their home institution before their admission to Haaga-Helia.

#### 20 § Application of international exchange students for a degree programme at Haaga-Helia

The students of foreign higher education institutions who have been in an international exchange at Haaga-Helia can apply for a degree programme at Haaga-Helia through the direct application system. The Collegiate Body of Haaga-Helia University of Applied Sciences approves the admission criteria.

#### 21 § Open UAS Studies

The Open UAS provides the opportunity to study towards a degree. When an Open UAS student has earned a minimum of 60 credits (Bachelor's degrees)/ 30 credits (Master's degrees) from courses that are included or otherwise suitable for a specific degree programme, the student may apply for admission as a degree student in the programme in question. Students are selected based on credits earned, grades, and a possible interview. Courses that are components of Master's degree programmes can only be completed at Open UAS by individuals who meet the admission criteria for Master's degree programmes or who otherwise meet the prerequisites for admission as determined by Haaga-Helia. The credits earned at Open UAS must be included in the degree, when applicable, and the credits cannot be removed from the study register.

If the student has been accepted for a degree programme through the open path and includes in his/her degree the Open UAS credits which were a requirement for his/her eligibility, these same credits will not count towards his/her eligibility in any further open path application process.

Open UAS education is subject to these degree regulations as applicable.

#### 22 § Tailored Degree Programmes

University of applied sciences degrees can be earned by completing tailored programmes (Polytechnics Act, Section 13, 932/2014). Tailored programmes are fee-based and organised for groups. Standard admission criteria apply to tailored programmes. Students in tailored programmes do not apply in the standard admission process, but are admitted on a case-by-case basis by the person heading the programme. Students graduating from tailored programmes are required to achieve the learning objectives of the degree programme and they are awarded the standard degree certificate.

#### 23 § Degree Certificate and Awarding the Degree

In order to be awarded a degree, students must successfully complete the courses in the curriculum and the maturity test.

The maturity test is conducted in the language of instruction of the degree programme in question. However, students who have completed their school education in Finnish or Swedish write their maturity test in the language of their school education (Finnish or Swedish, as applicable). The person in charge of the degree programme or the principal lecturer in charge of the Master's degree programme makes a decision on the completion of the maturity test in a language other than the language of instruction.

A degree certificate is awarded when the above-mentioned requirements have been met. If a student wishes to graduate on a regular graduation day, he or she must apply for the certificate using the standard form no later than two weeks before the intended graduation day. At other times, students must apply for the certificate, as a rule, three weeks before the intended graduation

day, taking into account public holidays. During the course of study, students are entitled to receive a copy of their transcript upon request, including completed courses and the grades.

#### 24 § Assessment Appeals and the Examination Board

Students who are dissatisfied with a course assessment or a decision on a credit transfer application can request, verbally or in writing, re-assessment from the lecturer who carried out the assessment or made the credit transfer decision. The re-assessment request must be made within 14 days from when the student had the opportunity to view the results of the assessment and details of how the assessment criteria were applied.

Students who are dissatisfied with the lecturer's decision on the re-assessment request may appeal in writing to the Examination Board within 14 days of receiving the decision.

Written applications must be addressed to the Examination Board and submitted to the director of the education unit in question.

#### 25 § Personal Conduct at Haaga-Helia

Students must behave appropriately in all UAS learning environments. Disruptive behaviour towards fellow students, during study situations or towards staff members is not permitted. The use of alcohol or drugs or being under the influence in Haaga-Helia premises and in learning situations is not permitted. Students who disrupt teaching or behave violently or threateningly or who endanger the life or health of another person may be ordered to leave an event or teaching facility of Haaga-Helia.

Cheating in examinations and plagiarism of assignments, thesis reports or other existing materials are strictly forbidden. If a student is found guilty of cheating, he or she will be removed from the exam session or learning assignment and the course exam or other performance is failed. Plagiarism will result in failure of the course in question. Proved cheating will be entered into the study register.

The punitive measures for the above-mentioned violations are governed by Section 38 of the Polytechnics Act (932/2014).

#### 26 § Obligation for payment of tuition fees

A student who has an obligation to pay tuition fees must make the payments according to the instructions of the UAS. If the student neglects the payment, s/he forfeits the study right.

## **CHAPTER 2**

### **Regulations on the School of Vocational Teacher Education**

#### 1 § Admission Criteria and Studies

The School of Vocational Teacher Education can provide vocational teacher training (2014 / 932), guidance counsellor training (1998/986) and special needs teacher training (1998/986).

The starting point for student admissions consists of the eligibility criteria and principles provided for in the Act (2014/932) and the associated decree (1998/986). The Collegiate Body of Haaga-Helia University of Applied Sciences approves the admission criteria and scoring principles.

Students are admitted primarily based on the information provided in their application forms. In addition, assignments and entrance examinations related to the admission criteria may be used. If necessary, candidates may be interviewed. Decisions on the organisation of entrance examinations are made by the Collegiate Body of Haaga-Helia. Decisions on student admissions are made by the director of the School of Vocational Teacher Education.

The extent, structure and objectives of vocational teacher training are governed by the Decree on Vocational Teacher Training (1129/2014) and the Decree of Teaching Qualifications (986/1998). The Collegiate Body of Haaga-Helia approves the curricula of the School of Vocational Teacher Education.

The teacher training programme (60 credits) is implemented in such a way so as to allow students to complete the studies in a time required for the scope of the programme. Studies completed on a part-time basis must be completed in three years.

On special grounds, the School of Vocational Teacher Education may grant an extension to the study time. The decisions are made by the director of the School of Vocational Teacher Education. The application processing fee is €50 as defined in the 1 chapter (13 §) of the degree regulations. Vocational special needs teacher training and guidance counsellor training programmes are subject to same regulations as vocational teacher training.

## 2 § Assessment

Student assessment is based on the principles of continuous personal development. Courses and other learning packages are assessed on a Pass-Fail basis. Studies completed according to a university curriculum are assessed according to the university's assessment principles.

## 3 § Credit Transfer and Accreditation of Prior Learning

Students can include courses taken at other institutions in their study plan, provided that they meet the requirements of the School of Vocational Teacher Education. The curriculum of the School of Vocational Teacher Education provides detailed criteria on eligible studies and the accreditation of prior learning. Accreditation decisions are made by the programme director.

## 4 § Appeals

Admission appeals are reviewed by the Collegiate Body of Haaga-Helia.

Students who are dissatisfied with an assessment or a decision on credit transfer may appeal in writing to the director of the School of Vocational Teacher Education. The appeal request must be made within 14 days of the student becoming aware of the grounds for the assessment or decision.

Students who are dissatisfied with a decision on their appeal request may appeal in writing to the Examination Board of Haaga-Helia within 14 days of being notified of the decision (932/2014). The composition of the Examination Board is provided for in the regulations of Haaga-Helia.

## 5 § Tailored Training Programmes

The 60-credit teacher training programme can be completed as a tailored programme. If necessary, this section may also apply to guidance counsellor training and special needs teacher training. Tailored training programmes are subject to a fee. Standard admission criteria apply to tailored programmes. In training programmes provided in other countries, the admission criteria are

used as applicable. Students in tailored training programmes do not participate in the normal application system process. Instead, they are admitted on a case-by-case basis at the discretion of the director of the School of Vocational Teacher Education. Students who complete a tailored 60-credit teacher training programme receive a standard certificate for the completed studies. The School of Vocational Teacher Education may also implement other fee-based tailored programmes.

#### 6 § Other Rules and Regulations on Teacher Training

In other respects, the School of Vocational Teacher Education observes the regulations of the the Polytechnics Act (932/2014) and the Decree on the Polytechnics (1129/2014).